

**Virginia Department of Education
P.O. Box 2120
Richmond, Virginia 23210-2120**

Dr. Jo Lynne DeMary, Superintendent of Public Instruction

**STAFF DIRECTORY
DIVISION OF SPECIAL EDUCATION AND STUDENT SERVICES**

(804) 692-3163 FAX

H. Douglas Cox (804) 225-3252
▪ Assistant Superintendent

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Cathy Pomfrey (804) 225-3252
▪ Division Secretary

cpomfrey@mail.vak12ed.edu

(804) 371-8796 FAX

Jerry Mathews (804) 225-2704

jmathews@mail.vak12ed.edu

- [Special Education Finance](#)
- Oversees state special education budget
- Oversees LEA reimbursement and grants management
- Manages Part B reimbursement
- Oversees regional program rate setting and reimbursement

Paul J. Raskopf (804) 225-2080

praskopf@mail.vak12ed.edu

- Manages federal special education data reporting
 - [December 1 Child Count](#)
 - Personnel Employed and Needed Report
 - Exit Report
 - Placement Report
 - Discipline Report
 - Verification of Child Count and Placement Data
 - Annual Performance Report
 - Oversees transfer of MHMR funds/basic aid
- Assists with Annual [Crime and Violence/Special Education Discipline Report](#)
- Provides technical assistance to localities in maintenance of data systems
- Assists with assessing disproportionality in identification and placement
- Provides special education technical assistance

Sherry Hubbard (804) 225-2339

shubbard@mail.vak12ed.edu

- Manages Flow-Through Subgrants to LEAs
- Coordinates Rate-setting and Regional Program Reimbursement
- Coordinates Approval of Annual Plan Financial Section

Carolyn Vessels (804) 225-2701

cvessels@mail.vak12ed.edu

- Support Staff

OFFICE OF SPECIAL EDUCATION INSTRUCTIONAL SERVICES

(804) 371-8796 FAX

Dr. Patricia C. Abrams (804) 225-2707 pabrams@mail.vak12ed.edu

- Director, [Office of Special Education Instructional Services](#)
- Provides technical assistance on special education
- Manages [Training/Technical Assistance Centers](#) grants
- Coordinates Special Education Council
- Serves as statewide contact for
 - [State Special Education Advisory Committee](#)
 - Speech-Language Impairment
 - [NASDSE](#) Teleconference Programs

Lanett Brailey (804) 786-0308 lbrailey@mail.vak12ed.edu

- Provides special education technical assistance to [Region 1](#) & [Region 8](#)
- Provides technical assistance for education programs in local & regional jails
- VDOE liaison with Departments of [Correctional Education](#), [Juvenile Justice](#) and [Corrections](#)
- Coordinates Reading technical assistance projects

Diane Gillam (804) 371-8283 dgillam@mail.vak12ed.edu

- Provides special education technical assistance to [Region 4](#) & [Region 5](#)
- Serves as statewide contact for
 - [Learning Disabilities](#)
 - [Attention Deficit Disorders](#) (ADD or ADHD)
- Provides special education technical assistance
- Co-coordinates Enhanced SOL Scope and Sequence Project
- Coordinates Strategic Instruction Model Project

Phyllis Mondak (804) 225-2675 pmondak@mail.vak12ed.edu

- Provides special education technical assistance to [Region 2](#) & [Region 3](#)
- Manages preschool grants under [IDEA](#), Part B, Section 619
- Serves as statewide contact for [early childhood/preschool special education](#)
- Serves as liaison to IDEA Part C, Early Intervention Committees
- Coordinates early transition to preschool projects

Marianne Moore (804) 225-2700 mmoore@mail.vak12ed.edu

- Provides special education technical assistance to [Region 6](#) & [Region 7](#)
- Serves as statewide contact for [special education secondary transition](#)
- Serves as liaison to [Virginia Department of Rehabilitative Services](#) and project PERT
- Coordinates Secondary Transition Outcomes project

Debbie Pfeiffer (804) 828-1342
Partnership for People with Disabilities
700 East Franklin Street
P. O. Box 843020
Richmond, VA 23284-3020

dlpfeiffer@vcu.edu

- Specialist, Deafness and Hearing Impairment
- Provides technical assistance and coordinates training in the areas of [deafness and hearing impairment](#)

Stephen Sage (276) 782-3336
Smyth County Administrative Offices
121 Bagley Circle, Suite 400
Marion, VA 24354
FAX (276) 782-3636

ssage@mail.vak12ed.edu

- Provides special education technical assistance to [Region 6](#) & [Region 7](#)
- Serves as statewide contact for special education projects for principals
- Co-coordinates [academic review](#) special projects

Sharon Siler (804) 225-2711

ssiler@mail.vak12ed.edu

- Provides special education technical assistance to [Region 2](#) & [Region 3](#)
- Serves as statewide contact and projects coordinator for
 - [Autism](#)
 - Mental retardation
 - Orthopedic impairment
 - Severe disabilities
 - Multiple disabilities
 - Deaf-blind
 - Alternate assessment
- Co-coordinates Enhanced SOL Scope and Sequence Project

Irene Walker-Bolton (804) 225-2709

ibolton@mail.vak12ed.edu

- Provides special education technical assistance to [Region 4](#) & [Region 5](#)
- Serves as statewide contact for
 - Emotional disturbance and behavior disorders
 - Functional behavioral assessment behavioral intervention plans
- Coordinates positive behavior support project
- Co-coordinates special education [academic review](#) special project

Support Staff

Ossie Lawrence (804) 225-2932

olawrenc@mail.vak12ed.edu

- Office Secretary

Kathy McClure (276) 782-3336

kmccclure@mail.vak12ed.edu

- Support Staff, Smyth County Administrative Offices

Kim Shackelford (804) 225-2079

kshackel@mail.vak12ed.edu

- Support Staff

Roslyn Taylor (804) 225-2066

rtaylor@mail.vak12ed.edu

- Support Staff

Evelyn Baylor (804) 786-2485

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- Support Staff

OFFICE OF STUDENT SERVICES

(804) 371-8796 FAX

Dr. Cynthia A. Cave (804) 225-2818

ccave@mail.vak12ed.edu

- Director, [Office of Student Services](#)
- VDOE representative on the State Local Advisory Team of the Comprehensive Services Act (CSA)
- Provides technical assistance in student services and special education including:
 - Comprehensive Services Act – www.csa.state.va.us
- [Superintendents-Judges Liaison Committee](#)
- DOE representative to Juvenile Justice Advisory Committee

James P. Ashton (804) 225-2897

jashton@mail.vak12ed.edu

- Provides technical assistance to local school divisions in the area of [Safe and Drug-Free Schools](#)
- Serves as DOE contact for Project Discovery, Inc.
- Reviews and processes carryover requests, reimbursements and other SFDFS information

Dr. Muriel Azria-Evans (804) 225-4543

mazria-e@mail.vak12ed.edu

- School Health Specialist
- Manages cooperative agreement with [Centers for Disease Control](#) (CDC) for HIV/AIDS prevention education
- Provides technical assistance in the area of comprehensive and coordinated school health programs
- Serves as statewide contact including data collection for
 - [HIV/AIDS education](#)
 - [School Health Advisory Boards](#)
 - [Family life education](#)

Arlene Cundiff (804) 225-2871

acundiff@mail.vak12ed.edu

- Administrative responsibility for the [Safe and Drug-Free Schools](#) Grant Program – Title IV, Part A of the No Child Left Behind legislation of 2001
- [Student Search Guidelines](#)
- [Crisis Management Guidelines](#)
- [“Persistently Dangerous Schools”](#)
- Improving School Attendance (Literacy Guidelines)
- Provides technical assistance in the areas of
 - Student conduct policy
 - School safety, including school safety audits
 - Violence prevention
 - Prepares [Discipline, Crime & Violence Report](#)

Amy Edwards (804) 692-0150

aedwards@mail.vak12ed.edu

- Provides technical assistance regarding [Medicaid](#) billing in schools
- Approves Medicaid provider qualifications

Dr. Don Fleming (804) 225-2185

dfleming@mail.vak12.ed.edu

- Student Services Specialist
- Provides technical assistance for
 - [School psychology](#) programs
 - Visiting teacher/[school social work](#) programs
- Sits on [State Child Fatality Team](#)

Judy Hudgins (804) 371-7421

jhudgins@mail.vak12ed.edu

- Educator representative on state parent resource team
- Co-coordinates establishment and maintenance of [local parent resource centers](#) and provision of training and technical [assistance to parents](#), including dissemination of the [Parent's Guide to Special Education](#)
- Provides technical assistance to localities regarding local special education advisory committees

LaTamara Hudson (804) 692-0194

lhudson@mail.vak12ed.edu

- [CDC](#) Grant Assistant

Julie Moon (804) 225-3490

jmoon@mail.vak12ed.edu

- School Health Specialist

Sandra Peterson (804) 371-7420

speterso@mail.vak12ed.edu

Parent Specialist

- Manages “800” special education telephone line (**1-800-422-2083**)
- Co-coordinates establishment and maintenance of [local parent resource centers](#) and provision of training and technical [assistance to parents](#), including dissemination of the [Parent's Guide to Special Education](#)

Myra Shook (804) 371-7586

mshook@mail.vak12ed.edu

- [Safe and Drug-Free Schools](#) (SDFS) Program Specialist
- Provides technical assistance to local school division SDFS coordinators in the SDFS grant application process and substance abuse and violence prevention programming
- Serves as a liaison to school-based law enforcement officers in classroom teaching methodologies and classroom management
- VODE liaison to [Governor's Office on Substance Abuse Prevention](#) (GOSAP)
- VDOE contact for [child abuse and neglect](#)

Gwen P. Smith, R.N. (804) 786-8671

gsmith@mail.vak12ed.edu

- [School Health Specialist](#)
- Provides technical assistance and training in areas of
 - School health
 - School nursing
 - [Homebound education](#)
- Serves as VDOE liaison to Virginia Association of School Nurses and Department of Medical Assistance Services

Dr. Alveta Sutton (804) 692-0396

asutton@mail.vak12ed.edu

- Manages [Instructional Support Team](#) initiative
- Manages disproportionality initiative

Support Staff

Sheryl Smith (804) 225-2071

ssmith@mail.vak12ed.edu

- Office Secretary

Selena Banks (804) 371-0352

sbanks@mail.vak12ed.edu

- Support Staff

Mary Katharine Easter (804) 786-5703

measter@mail.vak12ed.edu

- Support Staff

Homeless Education

[Project HOPE-Virginia](#)

Virginia Education for Homeless Children and Youth Program McKinney-Vento Act

Dr. Patricia A. Popp, Virginia State Coordinator

homlss@wm.edu

College of William and Mary

School of Education

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OFFICE OF STATE OPERATED PROGRAMS

(804) 371-8796 FAX

Dr. Karen Trump (804) 225-2702

ktrump@mail.vak12ed.edu

- Director of [State Operated Programs](#) and [Virginia Schools for the Deaf and the Blind](#)
- Provides direct supervision to the two Virginia Schools for the Deaf and the Blind
- Provides statewide contact for vision impairment

Nancy Haynes (804) 225-3161

nhaynes@mail.vak12ed.edu

- Supervises education programs in
 - Local and regional detention homes
 - State mental health hospitals
 - State medical hospitals
 - [Woodrow Wilson Rehabilitation Center](#)
- Supervises education consultants in state health clinics

Support Staff

Vacant (804) 786-8079

- Office Secretary

Patrice Somerville (804) 225-2402

psomervi@mail.vak12ed.edu

- Support Staff

OFFICE OF DISPUTE RESOLUTION & ADMINISTRATIVE SERVICES

(804) 786-8520 FAX

Dr. Judith A. Douglas (804) 225-2771

jdouglas@mail.vak12ed.edu

- Director, [Office of Dispute Resolution & Administrative Services](#)
- Supervises the mediation, due process, and complaints systems and administrative services
- Provides technical assistance on special education and 504 law and regulations, due process, complaints, and mediation
- Liaisons to the Special Education Directors Council; OSEP; OCR; and the VA Supreme Court
- Coordinates with the Assistant Attorney General matters related to the due process and complaints systems; litigations and due process hearings involving VDOE as a party
- Finalizes the office Annual Report

Scottie Alley (804) 225-2195

nalley@mail.vak12ed.edu

- Complaints Specialist
- Investigates and determines findings on complaints; reviews and approves corrective action plans; conducts follow-up reviews on the implementation of CAPS.
- Provides special education technical assistance to [Region 6](#) & [Region 7](#)
- Responds to inquiries related to special education law and regulations

Patrick Andriano (804) 225-2234

pandrian@mail.vak12ed.edu

- Coordinator of Due Process
- Coordinates functions related to the due process system
- Responds to inquiries related to special education law and regulations, and the due process system.
- Coordinates the office's Annual Report sections on due process
- Coordinates responses to FOIA requests

Jonnell Lilly (804) 786-0608

jlilly@mail.vak12ed.edu

- Coordinator of Complaints Services
- Coordinates the functions related to the complaints system
- Investigates and determines findings on complaints; reviews and approves corrective action plans; conducts follow-up reviews on the implementation of CAPS
- Provides special education technical assistance to [Region 1](#) & [Region 8](#)
- Responds to inquiries related to special education law and regulations
- Coordinates the office's Annual Report sections on complaints

B. Scott McMichael (804) 786-0116

smcmicha@mail.vak12ed.edu

- Coordinator of administrative services
- Coordinates statewide special education [Annual Plan](#) process
- Coordinates information and responses to the IDEA Reauthorization process
- Coordinates the development of responses for the division's [Frequently Asked Questions \(FAQ\)](#) website
- Provides statewide special education technical assistance
- Responds to inquiries related to special education law and regulations
- Coordinates the office's Annual Report sections on administrative services

Robyn Seabrook (804) 786-0116

rseabroo@mail.vak12ed.edu

- Complaints Specialist
- Investigates and determines findings on complaints; reviews and approves corrective action plans; conducts follow-up reviews on the implementation of CAPs
- Provides special education technical assistance to [Region 6](#) and [Region 7](#)
- Provides special education technical assistance to [Region 2](#) & [Region 3](#)
- Responds to inquiries related to special education law and regulations

Melissa C. P. Smith (804) 225-2923

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- Senior complaints specialist
- Investigates and determines findings on complaints; reviews and approves corrective action plans; conducts follow-up reviews on the implementation of CAPs
- Provides special education technical assistance to [Region 2](#) and [Region 3](#)
- Responds to inquiries related to special education law and regulations

Art Stewart (804) 786-0711

astewart@mail.vak12ed.edu

- Coordinator of [Mediation](#)
- Coordinates Virginia's special education mediation system
- Coordinates the office's Annual Report sections on mediation
- Provides statewide technical assistance on matters related to special education mediation
- Responds to inquiries related to special education mediation

Kelley Wynne (804) 371-0525

kwynne@mail.vak12ed.edu

- Complaints Specialist
- Investigates and determines findings on complaints; reviews and approves corrective action plans; conducts follow-up reviews on the implementation of CAPs
- Provides special education technical assistance to [Region 4](#) & [Region 5](#)
- Responds to inquiries related to special education law and regulations

Support Staff

Sheila Gray (804) 225-2013

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- Office Secretary

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- Support Staff